DoDMERB WEBSITE

USER GUIDE

1 March 2010

Department of Defense, Medical Examination Review Board

8034 Edgerton, Suite 132

United States Air Force Academy, Colorado 80840

The Centech Group, Inc.

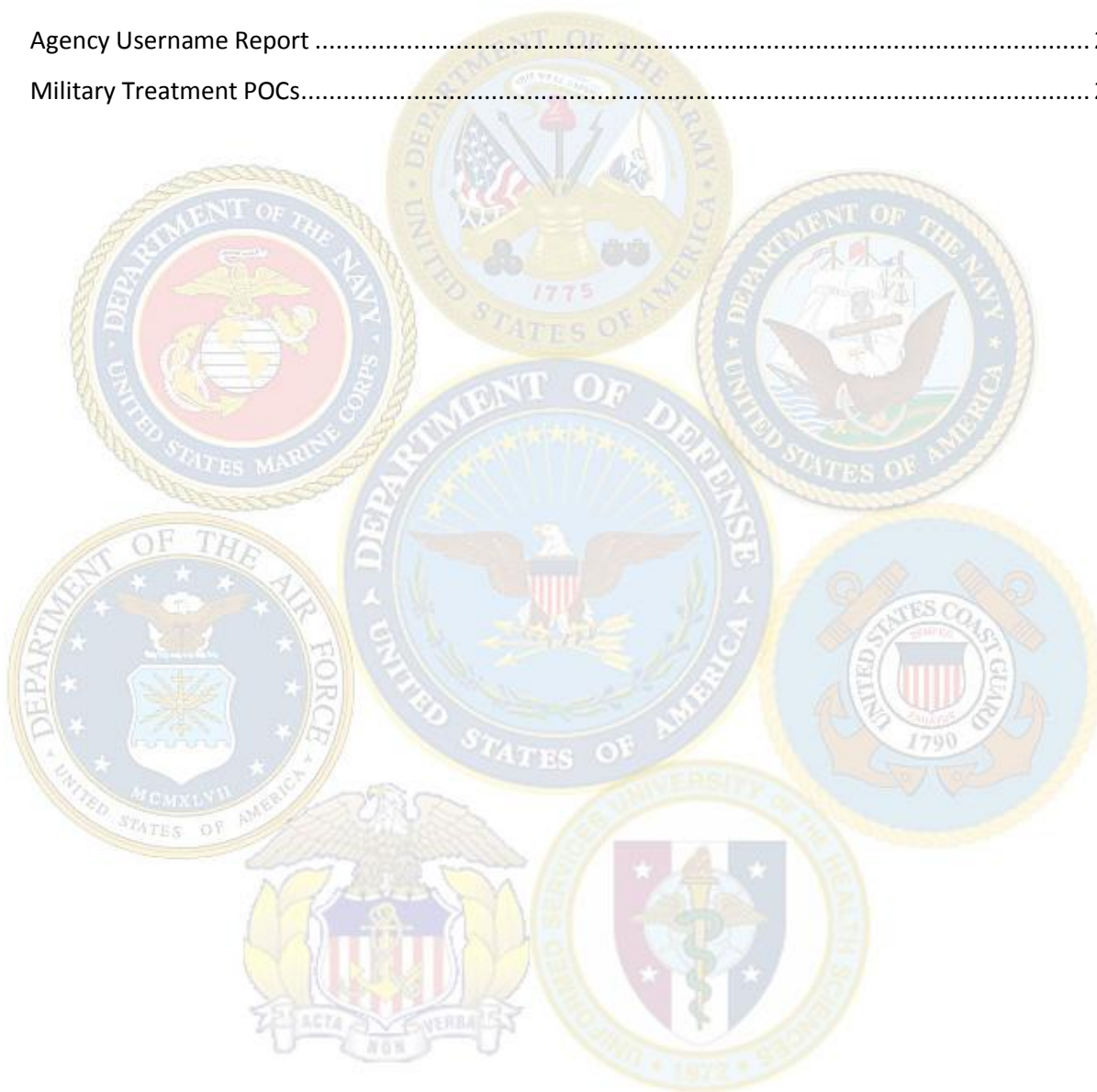985 Space Center Drive, Suite 215

Colorado Springs, CO 80915

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PREFACE

The Department of Defense Medical Examination Review Board (DoDMERB) is the Department of Defense Agency responsible for the determination of medical qualification of applicants for appointment to all United States Service Academies, Reserve Officers' Training Corps (ROTC) Admissions Offices and detachment personnel, Direct Commission Programs, Uniformed Services University of Health Sciences (USUHS) Admissions personnel, as well as other programs as assigned by the Assistant Secretary of Defense for Health Affairs.

The DoDMERB website is the communication hub for medical acceptance status between the aforementioned agencies, Waiver authorities, and the applicants seeking admission.

The website provides the capability for the Admissions office to upload new applicants into the system for the scheduling of their physical examinations, and subsequent medical review for the particular program. The website then allows the agencies to download certified qualified, disqualified, and waiver-granted physical examinations. Applicants have the ability to monitor the approval process via the website.

This User's Guide will address the 1 March 2010 release of the DoDMERB Website.

OVERVIEW

This User's Guide is intended for the use of Admissions and/or Detachment personnel, as well as Waiver authorities. Applicants will use the DoDMERB Website Applicant's User's Guide.

Upon login, the user will have the ability to perform various tasks based on the user's account criteria. Permissions are granted to users based on their need for access. Various functions include:

- Manage/create user accounts
- Agency User Name Reports
- View Applications
- Waiver processing
- Uploading Documents
- Downloading Documents
- Access Forms
- View Frequently Asked Questions (FAQs)
- View contacts & links
- View Military Treatment Points of Contact (POCs)

APPLICATION PROCESS SUMMARY

1. Applicant applies at Agency
2. Agency sends application to DoDMERB
3. DoDMERB sends direction to obtain physical examination to applicant
4. Results of physical are shipped to DoDMERB
5. DoDMERB approves/disapproves medical qualification
   a. If disapproved, requests can be made for further information or tests. These applicants' files are relocated nightly to the Waiver Portion of the website.
   b. Disqualified applicants need a waiver request for approval.
   c. Waiver is approved or disapproved.
6. Applicant has to have both Qualified/Waiver Granted AND an application status of Accepted before the physical will ship for Academies and 4-year ROTC. Physicals for all other Qualifed/Waiver Granted applicants will ship without acceptance notice.

IMPORTANT TERMS TO KNOW

AGENCIES
The Agencies are defined as the United States Service Academies, the ROTC Admissions Offices, and the USUHS Admissions Offices.

SUB-AGENCIES
The sub-agencies are the detachments to the agencies, such as ROTC Detachments in remote locations. Each detachment is allowed three user accounts. The User Names for these user accounts do not change. As personnel are cycled through the detachments, the replacements' information is entered into the user account. The Administrator manages user accounts.

AGENCY USER NAME LIST
To keep the information from becoming too cumbersome the Administrator has the ability to view the user list by agency. This report can then be shipped to the individual agencies for review. The Agency can then forward their updates to the Administrator for entry.

CYCLE YEAR
The Cycle Year is the year preceding the start of the new academic school year, running from July 1st through June 30th. For example, the current cycle year is 2009, which runs from July 1, 2009 through June 30, 2010, the cycle year is defined by the year in which it first starts.

UPLOADING FILES
Applications are submitted to an Agency, which will then forward the application to DoDMERB for upload which begins the application process.

DOWNLOADING FILES
When an Agency has files to submit to DoDMERB, the files are placed in the DoDMERB system for users to download.

SHIPPED PHYSICALS

DoDMERB will direct the applicant to obtain a physical examination. The physical is then sent to DoDMERB for review. Once approved and the applicant has accepted his or her appointment the physical is downloaded to the Agency, or shipped.

If the Applicant has been disqualified and waiver-denied, the physical is not shipped. However, the physical is kept in electronic format permanently, and the hard copy is destroyed when the physical is no longer valid after two years.

The user will click on the _Shipped Physicals_ link to view the files available for download to the various Agencies. The user can sort the reports based on the Agency and Detachment, narrowing the list greatly.

MILITARY TREATMENT POCs

If the applicant does not have access to a medical facility for obtaining the physical examination or requests for further tests, clicking on this link, _Military Treatment POCs_ will give a listing of Military Treatment Facilities (MTFs) available to applicants. Clicking on the Facility's title in the list will display the contact information for that installation.

DODMERB WEBSITE

The Uniform Resource Locator (URL) for the DoDMERB Website is https://dodmerb.tricare.osd.mil/. The User must first Accept or Decline consent to monitoring of their actions on this Department of Defense (DoD) Computer System after reading the Statement. Data in this system is protected by the Privacy Act of 1974. The User must accept to proceed.

HOME PAGE

The Home Page is where the user can log on. New Applicants can create their User Accounts here, as well. There is also a **DoDMERB Message of the Day**. This will be any important news or instructions for Users, Applicants, or DoDMERB personnel.

There are some functions that can be performed from the Home Page without the need for logging in. These are:

- Access Forms
  - DoDMERB Forms
  - DoD Forms
- Access Medical Codes
  - Remedial Codes
  - Disqualification Codes

- Access Links
    - ROTC Links and Documents
    - Military Links
    - Overseas (Overseas Websites)
    - Other Important Links
- Access FAQs
- View Contacts
    - Important DoDMERB Contact Information
        - Address
        - Phone Numbers
        - Phone Tree
        - DoDMERB Scheduling Contractor
        - Email Addresses
- View Point of Contact (POC) for Detachments to manage User Accounts.
    - Detachment POC information
    - Simultaneous Membership Program (SMP) "FAST TRACK" Program information
- View User Guide(s)
    - Applicant User Guide
    - Admission/Detachment User Guide
- DoDMERB Workflow Diagram

Log In

The login box is on the upper left side of the Home Page, below the DoDMERB Seal (see Figure 1). Once a User Name and Password have been assigned, the user can log in from this page by entering the UserName and Password. If an account has not yet been established, see below. If the User has an account, and cannot remember their user name or password, click on *Forgot your password?*.

User Name

Password

Login

Create New Account
Forgot your Password?

Figure 1: Login

Create Applicant Account

If the Applicant already has an account, they will enter their User Name and Password on the Home Page in the appropriate boxes. To create a new account, the Applicant will click on *Create New Account* (see Figure 1 above). The Applicant will then enter his or her Social Security Number (SSN) and Date of Birth (DOB). If both are present in the system, the

Applicant will be taken to the **Create User Account** screen (see Figure 2 below). If the Applicant does not have an application in the system, the Applicant will need to contact the Admissions or Detachments Officer to ascertain the status of the application.

Once the system has determined the Applicant is in the system, the Applicant will be prompted to create a login **UserID**. The Applicant will enter:

- User Name
- Password
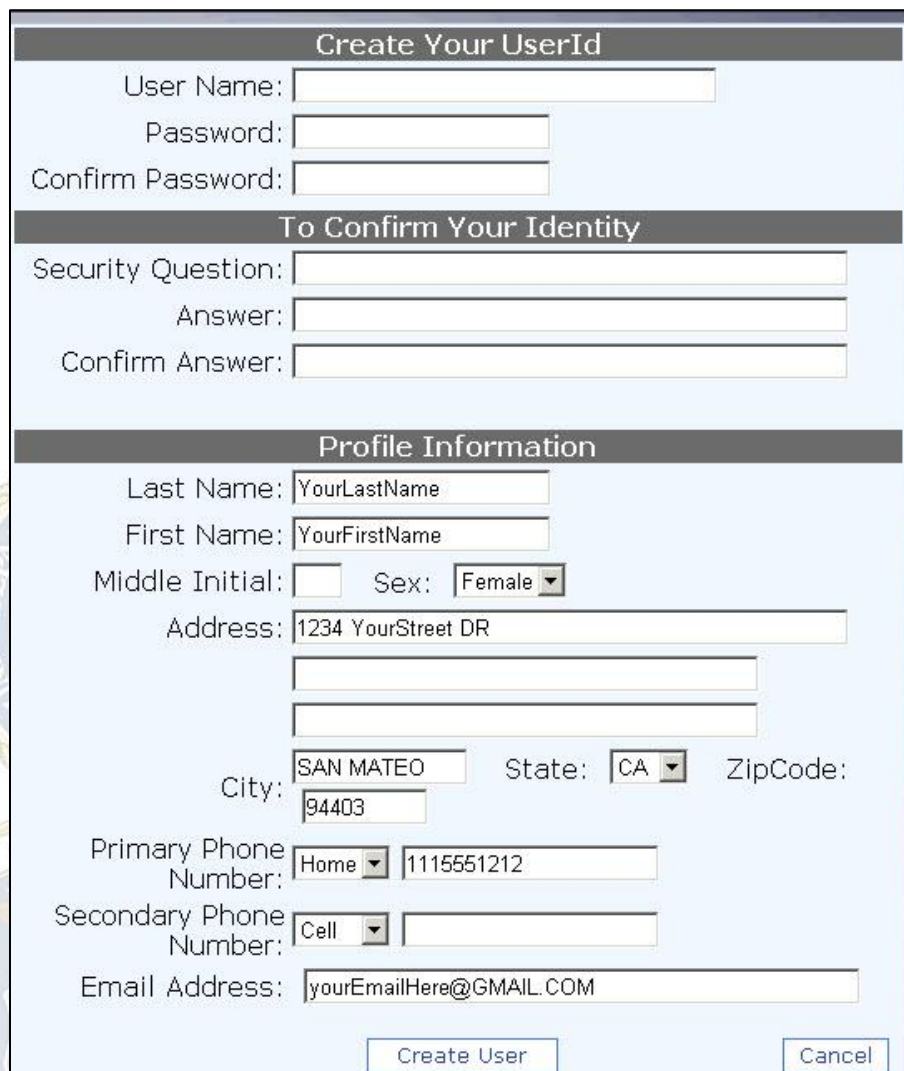- Reenter Password to confirm

The Applicant will be asked to select a Security Question and the answer. This question and answer are used to verify the identity of the user when the user name and/or password are forgotten.   On this form the Applicant will enter:

- A Security Question (for example, What is your pet's name?)
- The Answer (Scruffy)
- Enter the Answer a second time to confirm

(**NOTE**: When requesting forgotten information the user name and password will be emailed to the email address supplied in the profile.)

The Applicant will then enter their profile information where not already filled in:

- Last Name
- First Name
- Middle Initial
- Sex
- Street Address
- City
- State
- Zip
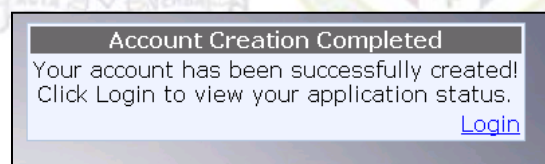- Primary Contact Phone Number (and type, i.e., home)
- Secondary Phone Number (and type, i.e., cell)
- Email Address

Figure 2: Applicant Create Account Screen

The Applicant will then click on *Create User*, or they may *Cancel*. The Applicant will see a message verifying the account creation, and direction to click on *Login* to view their status (see Figure 3).

Figure 3: Successful Account Creation

On successful login the Applicant will see their User Name in the box (see Figure 4). From here the Applicant can then *Edit Profile* or *Logout*, as well as the other menu functions available.

Forgot Your Password?

In the event of a forgotten password, the User will need to click on *Forgot your Passord?* (see Figure 1). The User will be asked to enter their username.

Figure 5: Forgot Password Username Entry

This will bring up the User's established Security Question. The User will enter the answer, which is case-sensitive, and the Password will be emailed to the address supplied on registration.

Figure 6: Forgot Password Security Question and Answer

EDIT PROFILE (APPLICANT)

Once logged on the Applicant will click on *Edit Profile* to change personal login information (see Figure 1). The Applicant will see their name and USER INFORMATION, then UserName, Sex, and SSN. The Applicant can edit the following information:

- Address
- City
- State
- Zip
- Primary Phone Number (and type, i.e., home)
- Secondary Phone Number (and type, i.e., cell)
- Email Address

The Applicant will click on *Update* to save the above changes. The following categories can also be edited. See each section for instruction.

- PASSWORD INFORMATION
    - Date Password last changed
    - Date Password expires
    - Click on *Change Password* to change existing password

Figure 7: Change Password Screen

- SECURITY QUESTION/ANSWER
    - Click on *Change Your Question/Answer* to change existing Security Question and Answer.

Figure 8: Change Security Question/Answer

- SECURITY ROLES
    - o   The Applicant will see that their Group Access is "-Applicant"

Figure 9: Applicant Roles

APPLICANT FUNCTIONALITY

Applicants have the ability to view their medical status during the approval process. The Applicant's information is displayed in table format. The Applicant may see the following (depending on their status):

- Name
- Agency Applied to
- Agency Location
- SSN
- Current Medical Status
    - o   Possible Entries:
        - ▪   Awaiting Receipt of initial medical information
        - ▪   Application under DoDMERB Review
        - ▪   Currently Under DoDMERB Review

- - Remedial Requested
  - Awaiting Remedial Response
  - Pending Waiver Submission/Review
  - Awaiting Waiver Review
  - Awaiting Automated Review
  - Waiver Granted
  - Waiver Denied
  - Qualified
  - Qualified with New Information
  - Disqualified
- Current Date of Medical Status
- Admission Status
- List of activity to application and date performed
- Codes (if applicable) and their descriptions

Applicants are limited to viewing their status only. Applicants should contact their Agency or Detachment for questions.

USER FUNCTIONALITY

The access that users have depends on the permissions granted on account creation, which is determined by their position and need for information. If the following links are not displayed, it means that the user does not have access to that function. An Administrator has the ability to access all accounts and make changes.

Applications

The User will have the ability to view the applications to which their permissions give them access. The User will click on *Applications*, and then select by Agency, Sub-Agency, then Cycle Year by selecting from the drop-down lists, and click on *Retrieve Applications* (see Figure 14) if their permissions give them more than one option. If not, the User will be taken directly to the screen they have permission to access.   (**NOTE**: An Agency may or may not have a Sub-Agency. However, an Agency **and** Cycle Year must at least be selected.)

Figure 10: Retrieve Applications

The User will only see the applicants under each of those categories. The User can scroll through to find the desired applicant, or use the search tool at the top of the page, *View Search Form* (see Figure 15).

The User can search by entering any part of the following criteria:

- SSN
- Last Name
- First Name
- Middle Initial
- Exam Received Date
- Application Status (select from Drop-Down Menu)
- Status Description (select from Drop-Down Menu)

Figure 11: Applications View Search Form

Click on *Filter Users* to begin search. Click on *Clear Filter* to remove search criteria and refresh. Click on *Hide Search Form* to remove form from view.

The User also has the option to click on the column headings to sort (see Figure 16). The initial click will sort in ascending order, additional clicks will toggle between ascending and descending. The double caret (⌄) indicates which field has been sorted, and in which direction. The upper right edge of the table also displays how the information is sorted.

Figure 12: Column Sort View

The User will click on the link of the Applicant's SSN displayed in the Search Results to select the Applicant. The Applicant's data is displayed:

- Name, Address, and SSN on the left
- Current Medical Status, Date of Status, and Admission Status on the right
- Actions on the Application and date they occurred will be listed in a table below, if applicable

The User can perform other application searches by again selecting an Agency, Sub-Agency, and Cycle Year (see Figure 14 above). Click **Back** button on browser if still viewing Applicant Data.

Shipped Physicals

Once the Applicant's physical has been approved and the applicant has accepted his or her appointment the physical is "Shipped." If the Applicant has been disqualified and waiver-denied, the physical is not shipped.

The user will click on the *Shipped Physicals* link in order to view the files available for download to the various Agencies.

The Administrator will need to select an Agency and Sub-Agency and click on *Retrieve Files* to view the files (physicals) posted for download.

DoDMERB Physicals Available For Download

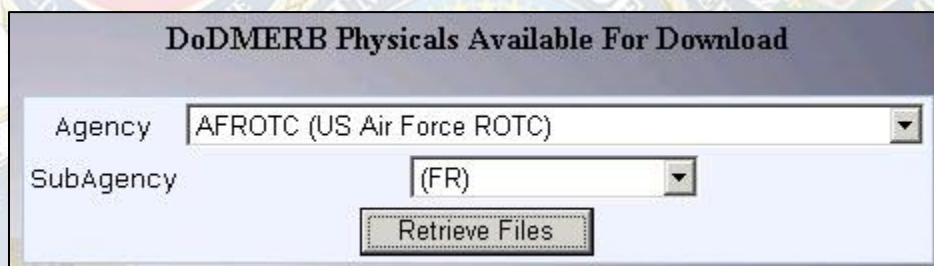| Agency | AFROTC (US Air Force ROTC) |
| SubAgency | (FR) |
| | Retrieve Files |

Figure 13: Shipped Physicals Retrieve Files

Users will see the Shipped Physicals available for download within their own Agency, as well as any associated Sub-Agencies. The table lists the files, the file size, the file type, and the date last modified. The *Delete* link at the right of the file information is used to permanently delete the file once it has been downloaded by the Agency.

AFROTC (US Air Force ROTC) / (FR)

File Name	File Size	File Type	Date Modified	
FR_Q_0006_3_14.55.02_AN_MO.zip	1226.8 KB	.zip	1/6/2010 2:55:05 PM	Delete
FR_Q_0007_1_07.51.26_FI_FI.zip	648.3 KB	.zip	1/7/2010 7:51:29 AM	Delete

Figure 14: Shipped Physicals Table Heading

The User will click on the filename to **Open** or **Save** the file. Once the file has been saved, the User will click the *Delete* link to permanently delete the file.

The User can perform other Shipped Physical searches by again selecting an Agency, Sub-Agency, and Cycle Year.

Waiver Processing

To access Waiver Processing, the User will click on *Waiver Processing* from the left menu. The User will select an Agency and Cycle Year from the drop-down menus if they have access to more than one Agency, then click on *Get Waiver List*. Otherwise, the User will see the list to which they have access without having to select.

Figure 15: Get Waiver List

The User can scroll through to find the desired applicant, or use the search tool at the top of the page, *View Search Form,* to search for waivers based on the following criteria:

- SSN
- Last Name
- First Name
- Ship Date
- SubAgency

Figure 16: Waiver Processing View Search Form

Click on *Filter Users* to begin search. Click on *Clear Filter* to remove search criteria and refresh.
Click on *Hide Search Form* to remove form from view.

The User also has the option to click on the column headings to sort (see Figure 15 above).
The initial click will sort in ascending order, additional clicks will toggle between ascending and
descending. The double caret (   ) indicates which field has been sorted, and in which
direction. The upper right edge of the table also displays how the information is sorted. The
table displays Applicant SSN, Last Name, First Name, Ship Date, Cycle Year, and Sub-Agency.
There is a Flag box to the left of each Applicant, which allows an Agency to mark or "flag" an
Applicant for future reference.

The User will click on the desired Applicant's SSN to select. The following data is displayed, if
applicable to the Applicant:

- Name and SSN (not shown for privacy)
- Agency, Sub-Agency, Cycle Year, Ship Date
- Disqualifications
    o Medical Disqualification Code
    o Date
    o Description
    o Approved or Disapprove buttons
- Remedials
    o Remedial Code
    o Date
    o Remedial Origin
    o Description

At the top of the Disqualifications Table, there are two links: *View Notes* and *Add Notes*. The User will click on *View Notes* to see any notes that have been included for this Applicant (see Figure 18). Then click on Close. The User will click on *Add Notes* to place additional notes in the file for this Applicant (see Figure 19). After notes are typed, the User will click on *Add* to keep them in the file, or *Cancel* to delete them and go back. To Approve or Disapprove the Waiver, the User will click in the radio button (A = Approve, D = Disapprove). The User will then have to click on *Submit* to keep the change, or *Reset* to dismiss the change.
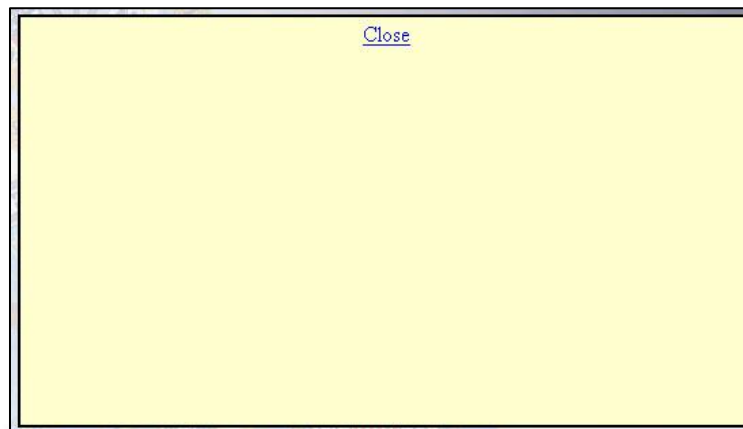
Figure 18: Disqualifications View Notes

Figure 19: Disqualifications Add Notes

At the top of the Remedials table (Figure 20) there is a link to *Add Remedial*. The User will select a Remedial Group from the drop-down list, and then the accompanying code (see Figure 21). Once the code has been selected, the User has the option to *Add* the Remedial, or to *Cancel* and go back.

Figure 20: Waiver Processing Remedials Table

Figure 21: Waiver Processing Add Remedials

The User can perform other Waiver Processing searches by again selecting an Agency and Cycle Year.

Download Files (and Upload Files)
When an Agency or Sub-Agency has files to submit to DoDMERB they are posted to the website. This is where DoDMERB locates the files to download. This is also where DoDMERB uploads files for the Agencies.

The User will click on *Download Files* from the left menu. The User will select an Agency from the drop-down list, then click on *Retrieve Files*. All files for that Agency, available for download will be listed. The table lists the files, the file size, the file type, and the date last modified.
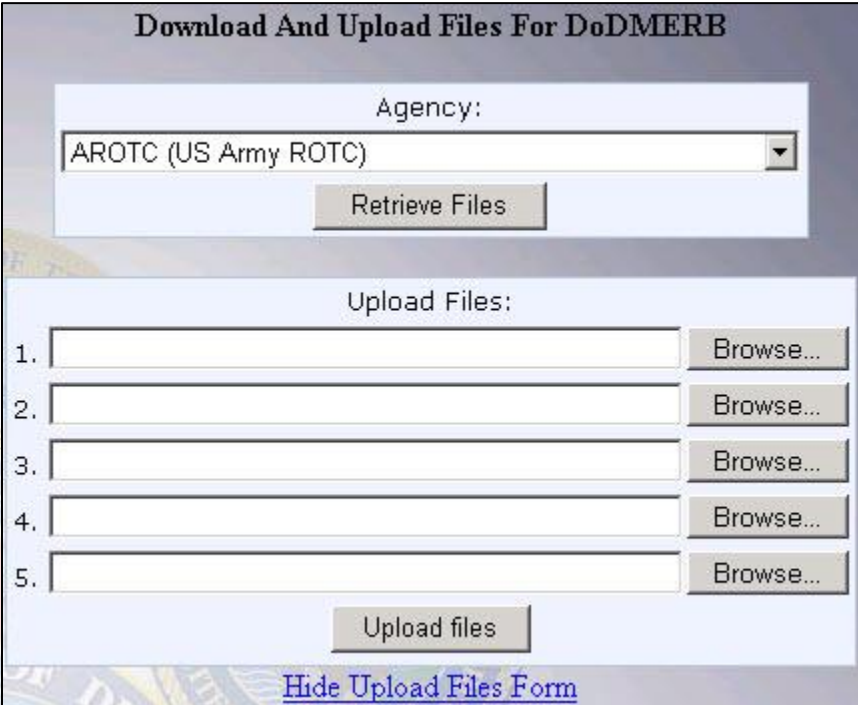
Figure 22: Download Files Table

The User will click on the filename to **Open** or **Save** the file. When downloaded, to permanently delete the file, the User will either:

- click on the *Delete* link at the right end of the row to delete files individually, or
- click multiple checkboxes at the left end of the rows to delete more than one file at a time, then click *Delete Files* button when done.

DoDMERB Users also use this page to upload files to the server for the Agencies to download. Within the Agency page, the User will click on *View Upload Files Form*. The User can upload up to five files. The User can click on *Browse* to locate the desired file(s), or type in the full pathname (if known), then click on *Upload Files*. Click on *Hide Upload Files Form* to remove it from view.

Figure 23: Upload Files Form

The User can perform other Download File searches (or Upload Files) by again selecting an Agency.

Manage Applicant Accounts

If the link *Manage Applicant Accounts* is visible, the User can click it to perform a search to find the correct Applicant. This is an Administrator Function. A table of Applicants is displayed. The User can scroll through the list to find the desired applicant, or use the search tool at the top of the page, *View Search Form*.

The User can search by entering any part of the following criteria:

- SSN
- Last Name
- First Name
- Sex
- Email Address

Click on *Filter Users* to begin search. Click on *Clear Filter* to remove search criteria and refresh. Click on *Hide Search Form* to remove form from view.

The User also has the option to click on the column headings to sort. The initial click will sort in ascending order, additional clicks will toggle between ascending and descending. The double caret (⌄) indicates which field has been sorted, and in which direction. The upper right edge of the table also displays how the information is sorted. The table displays Applicant SSN, Last Name, First Name, Sex, and Email Address. The User will click on *Manage* to view the Applicant's Data.
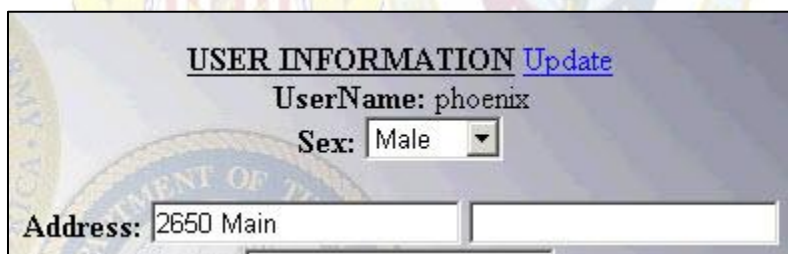

Figure 24: Manage Applicant Accounts Table Heading

The Applicant's Data is displayed with the *Delete This User* link at the top of the page. Click this link to permanently remove this Applicant. The following information is displayed:

- Name (uneditable)
- UserName (uneditable)
- Sex
- SSN (uneditable)
- Street Address
- City

- State
- Zip
- Primary Contact Phone Number (and type, i.e., home)
- Secondary Phone Number (and type, i.e., cell)
- Email Address (not editable, clicking on the link will initiate an email to the User)
- Security Question
- Answer to Security Question
- ACCOUNT INFORMATION
    - Date Account Created
    - Status– Enabled or Disabled
        - If Enabled, clicking on *Disable Account* link will Disable Account
        - If Disabled, clicking on *Enable Account* link will Enable Account
    - Last Login Date and Time
    - Locked Out
        - will show **Yes**, and the Administrator will click on *Unlock Account* when three consecutive unsuccessful logins took place
        - will show **No** when Applicant is not currently locked out
- PASSWORD INFORMATION
    - Date Password last changed
    - Date Password expires
    - Change at Next Login:
        - **No** indicates Password Reset is not required, however clicking on *Force a Password Change at Next Login* will change the **No** to **Yes** and the Applicant will have to change Password on next login.
        - Clicking on *Reset User's Password* will send an email to the Applicant with a temporary password requiring them to change their password on their next login
- CURRENT ACCESS box displays that the Applicant has access to only Applicant functions.

The Administrator will click on *Update* next to USER INFORMATION to save the changes made to the user account.
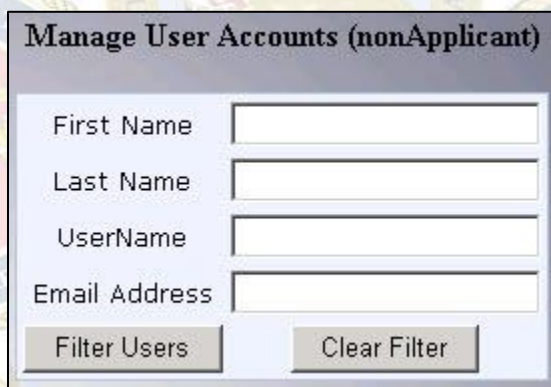

Figure 25: Update User Information

Manage User Accounts

If the link *Manage User Accounts* is visible, the Administrator can click it to perform a search to find the correct User. This is an Administrator Function. A table of Users is displayed. The Administrator can scroll through the list to find the desired User, or use the search tool at the top of the page, *View Search Form*.

The User can search by entering any part of the following criteria:

- Last Name
- First Name
- UserName
- Email Address

Figure 26: Manage User Accounts View Search Form

Click on *Filter Users* to begin search. Click on *Clear Filter* to remove search criteria and refresh. Click on *Hide Search Form* to remove form from view.

The Administrator also has the option to click on the column headings to sort. The initial click will sort in ascending order, additional clicks will toggle between ascending and descending. The double caret (⁝) indicates which field has been sorted, and in which direction. The upper right edge of the table also displays how the information is sorted. The table displays Last Name, First Name, UserName, and Email Address. The Applicant will click on *Manage* to view the User's Data.

Figure 27: Manage User Accounts Table Heading

The User's Data is displayed with the *Delete This User* link at the top of the page. Click this link to permanently delete this User. The following information is displayed:

- Name (uneditable)
- UserName (uneditable)
- Email Address (clicking on the link below will initiate an email to the User)
- Associated Programs (uneditable)
- Security Question
- Answer to Security Question
- ACCOUNT INFORMATION
  - o Date Account Created
  - o Status– Enabled or Disabled
    - ▪ If Enabled, clicking on *Disable Account* link will Disable Account
    - ▪ If Disabled, clicking on *Enable Account* link will Enable Account
  - o Last Login Date and Time
  - o Locked Out
    - ▪ will show **Yes**, and the Administrator will click on *Unlock Account* when three consecutive unsuccessful logins took place
    - ▪ will show **No** when Applicant is not currently locked out
- PASSWORD INFORMATION
  - o Date Password last changed
  - o Date Password expires
  - o Change at Next Login:
    - ▪ **No** indicates Password Reset is not required, however clicking on *Force a Password Change at Next Login* will change the **No** to **Yes** and the Applicant will have to change Password on next login.
    - ▪ Clicking on *Reset User's Password* will send an email to the Applicant with a temporary password requiring them to change their password on their next login
- CURRENT ACCESS box displays the functions to which the User has access

- To remove access to a function, select the function from the list and click on *Remove Access*
- GROUP ACCESS
    - To add access to a function, select the function from the list and click on *Update Group Access* (see CURRENT ACCESS box to remove a function)
- AGENCY ACCESS
    - To add access to an Agency, select the function from the list and click on *Update Agency Access* (see CURRENT ACCESS box to remove a function)
- SUBAGENCY ACCESS
    - To add access to a Sub-Agency, select the function from the list and click on *Update SubAgency Access* (see CURRENT ACCESS box to remove a function)

The Administrator will click on *Update* next to USER INFORMATION to save the changes made to the user account.
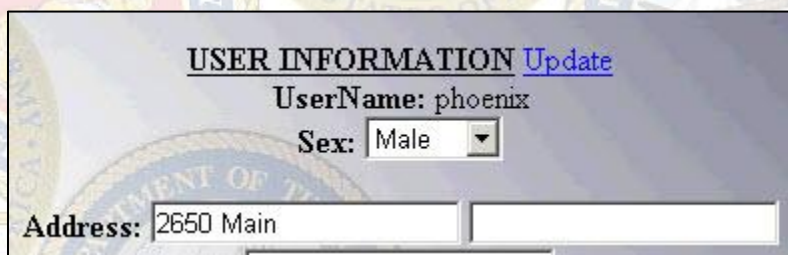

Figure 28: Update User Information

Create User Account

The various users of the DoDMERB website entail: Administrators and applicants to all United States Service Academies; ROTC Admissions offices and detachment personnel; USUHS Admissions personnel; and DoDMERB Waiver Authorities. User accounts are issued by a DoDMERB Administrator. (Applicants will create their own user account after entering their Social Security Number (SSN) and Date of Birth (DOB), and are located in the system.)

The Administrator creating the Non-Applicant User Account will need to click on *Create User Account* after logging in, then enter the following information (see Figure 5 below):

- User Name
- Last Name
- First Name
- Middle Initial
- Sex
- Work Address
- City
- State
- Zip Code

- Work Phone Number
- Email Address
- Associated Program(s)

NOTE: The Administrator will enter a preliminary Security Question and Answer that the User will need to change immediately upon account creation. The Security Question is entered at the bottom of the form to allow the user's User Name or Password to be emailed to them in the event either are forgotten.

The Administrator will then click on *Create User* to keep account, or *Cancel* to cancel account creation.

The next page will prompt the Administrator to choose the Group Access, Agency Access, and Sub-Agency Access for the created User account. The roles as currently assigned as displayed to the right, and will show permissions as they have been granted.

- Group Access

- o Scroll to find the group to which you will grant access for the User
- o Select the group by clicking on it
- o Click on *Add Group Access* at the bottom of the list
- o That group will now show in the **Roles Currently Assigned** box
- Agency Access
  - o Scroll to find the Agency to which you will grant access for the User
  - o Select the Agency by clicking on it
  - o Click on *Add Agency* at the bottom of the list
  - o That Agency will now show in the **Roles Currently Assigned** box
- Sub-Agency Access
  - o Scroll to find the Sub-Agency to which you will grant access for the User
  - o Select the Sub-Agency by clicking on it
  - o Click on *Add SubAgency* at the bottom of the list
  - o That Sub-Agency will now show in the **Roles Currently Assigned** box

The Administrator will click on *Finish* when completed (or *Cancel* to cancel out).

Figure 30: New Account Roles Assignment

Agency Username Report

The Agency Username Report is used by an Administrator to view the listing of all user accounts. This is an Administrator Function. The Administrator will click on *Agency Username Report*. The Administrator will select and Agency from the drop-down list, a Sub-Agency from the drop-down list, and then click on *Get User List* (see Figure 31).   The table of Agency User Names is displayed (see Figure 32).

Figure 31: Agency Username Report Select Agency

The Administrator has the option to click on the column headings to sort. The initial click will sort in ascending order, additional clicks will toggle between ascending and descending. The

double caret (⌄) indicates which field has been sorted, and in which direction. The upper right edge of the table also displays how the information is sorted. The table displays Last Name, First Name, UserName, and Email Address. The Applicant will click on *Manage* to view the User's Data.

UserName ⌄	Last Name	First Name	Email Address

Figure 32: Agency Username List Table Heading

Military Treatment POCs
Clicking on the *Military Treatment POCs* link will bring up a list of all Military Treatment Facilities that are available for Applicants to receive medical assessments.

Treatment Facility POCs and Phone Numbers

Total Facilities Found: 120

City	State	Phone Number	Ext
EIELSON AFB	AK	9073771079	4326
ELMENDORF AFB	AK	9075514006	
FT WAINWRIGHT	AK	9073534107	
KODIAK	AK	9074875757	134
MAXWELL AFB	AL	3349532096	
FORT RUCKER	AL	3342557722	

Figure 33: Military Treatment Facility POC Sample

Forgot Password Images:

      ss_Figure ForgotPasswordUsrNamebox

      ss_Figure ForgotPasswordSecQstnbox

Shipped Physicals:

      ss_ShipPhysRetrieveFiles

      ss_ShipPhysTableHeading

Waiver Processing:

      ss_GetWaiverList

      ss_WaiverViewSearchForm

      ss_WaivDQRemedwNotesandViewing

Download Files

      ss_DownloadFilesTable

      ss_DownloadViewUploadFilesForm

Manage Applicant Accounts

      ss_MngAppAcctsColumnHead

Manage User Accounts

      ss_MngUsrAcctsViewSearchForm

      ss_MngUsrAcctsColumnHead